

## **INDIANA ARTS COMMISSION**

**COMMITTEE ON THE FUTURE  
IAC CONFERENCE ROOM  
IGCS- ROOM W-072  
INDIANAPOLIS, INDIANA  
DECEMBER 6, 2001  
10:00 A.M.-12:00 P.M.**

**JIM BODENMILLER, CHAIRMAN**

### **MEETING MINUTES**

#### **I. Welcome and Introductions**

Will Clark called the meeting to order at 10:14 a.m.

Committee members present: Jim Bodenmiller, Will Clark, Ms. Lee Marks, Louis Ortiz and Ron Stratten.

At-large members present: None

Committee members not present: Steve Tuchman.

IAC staff present: Dorothy Ilgen, Jeri Pat Gabbert, Polly Harrold, Gayle Holtman, Rex Van Zant, Bobbie Garver, Caryn Castellan, Stephanie Croaning, Shelley Caldwell, and Mellie Tolentino.

#### **II. Approval of Meeting Agenda**

The agenda was approved by consensus.

#### **III. Approval of the Committee Meeting Minutes**

Move to approve the September 6, 2001 meeting minutes was made by Mr. Stratten and seconded by Ms. Marks. Motion passed.

#### **IV. Review and Approval of IAC Policy Manual**

Ms. Ilgen reviewed various aspects of the proposed changes for the committee.

The proposed changes are listed below:

P. 6 -- Section 2A4b -- Executive Sessions: This text has been added in compliance with the Indiana Open Door Law to clarify under what circumstances public meetings may be convened in Executive (closed) Session.

P. 8 -- Section 2A6 -- Meeting Materials for Public Access: Text added to codify current practice of making meeting materials available for audience members.

P. 12 -- Section 2B3 -- Standing Committees: Text added to add Cultural Trust Development Committee as a Standing (vs. study) Committee, to include provision for audience book, and to clarify that Committee Chair does not vote.

P. 14 – Section 2B3b – Program Evaluation Committee: Text has be rewritten and expanded to better define PEC's duties, including review and approval of panelists (formerly assigned to Committee on the Future in the Policy Manual).

P. 15 – Section 2B3c Committee on the Future: Text modified for provision for periodic vs. annual review of Policy Manual and to remove mention of Sagamore of the Wabash and Governor's Arts Awards.

P. 16 – Section 2B3d – Public Awareness Committee: Text modified to align with current duties, especially advocacy and communications plan implementation and evaluation.

P. 16 -- Section 2B3e – Cultural Trust Development Committee: Text added from Committee Charge.

P. 17 – Section 2B4 Commission Committees, etc.: Text added to refer to public access and to "at-large" members of the Committees.

P. 18 – Section 2B6 – Commission Authorization: Text modified for clarity and to address procedural issues.

P. 19 – Section 2C3 – Internal Authorization: Text modified to provide for advance notice.

P. 25 -26 – Section 4C – Recruitment, Training, Etc.: Text modified to provide for review by Program Evaluation Committee (current practice) rather than Committee on the Future.

P. 29 – Section 4J – Panel Procedures: Text added noting that panel chair does not vote.

P. 30 – Section 4K – funding Recommendations: Text modified to follow current funding formula procedure.

P. 33 – Section 5B1a -- Regional Partnership Initiative: Text added to refer reader to Appendix 9G, the Regional Partnership Initiative Policies.

Section 5B1a – Regional Biennial Plan: Text changes from Regional Service Plan to Regional Biennial Plan to reflect current 2-year funding process.

P. 38-39 – Section 5D7a – Direct Grants: New section heading to clarify the reconsideration policy used by the IAC is for direct grants only.

P. 39-40 – Section 5D7b – Regional Grants: New section added to reference the IAC's review of a Regional Arts Partners regional appeals process, which is printed in all regional grant guidelines and in the IAC's Regional Grantsmaking Handbook.

P. 41—Section 5D10—Guideline Review: Text changes from "annual" to "periodic" to allow for 2-year grant guidelines.

P. 44 – Section 5H – Grantee Evaluation: Text removed. the IAC has not conducted fiscal reviews since 1994.

P. 47 – Section 5J1 – Use of Consultants: Typo ("Moines") corrected.

P. 51 – Section 6B – Staff as NEA Panelist or Site Reviewer: Text modified to remove provision for staff taking leave without pay to serve as NEA panelist, and to clarify which entities may pay staff compensation for the services contained in this section.

P. 53 – Section 7B – Policy Review: Text modified to eliminate "annual" review and to provide for "periodic" review instead.

P. 56 – Section 7D9 – Out-of-State Travel: Text modified to include approval by the state travel office as well as by the Commission.

Section 7D10 – Grant Amount Adjustment: Text modified to provide for review and action by the PEC in addition to or in place of the IAC Chair.

P. 58-59 – Section 8B1 – Open Meeting Law Observed and Section 8B3 – Open Meeting Law Guidelines: Text added to clarify provision for public comment at IAC quarterly business meetings.

P. 60 – Section 8C3 – Lists of Artists: Text modified to include jurying process and to delete reference to fellowships.

P. 63-64 – Appendices updated.

A motion to approve the changes was made by Mr. Ortiz, seconded by Mr. Stratten.  
Motion passed

**V. Review and Approval of the IAC Strategic Planning Implementation Plan**

Ms. Gabbert presented changes in the Implementation Plan. Effort has been made to carefully word the goal statements and make objectives measurable. Mr. Stratten commented on a need to increase to public awareness of the IAC through marketing, and linking the IAC to public awareness of the arts. He concluded that the objectives listed in the strategic plan were all interdependent.

A motion was made by Mr. Stratten and seconded by Ms. Marks to approve the plan changes. Motion passed

**VI. Review and Approval of FY 2001 Final Agency Budget**  
State Funds

Ms. Ilgen reported that, as of the end of November 2001, the agency has deposited a total of \$12,754 to the State Treasury from returned grantee funds and from other reimbursements. This brought the total state reversion for FY2001 to \$46,147 (\$33,393 reverted as of June 30, 2001 plus \$12,754 returned funds received from July – November 2001).

Federal Funds

As of the end of November 2001, several final grant reports due to the IAC are still outstanding; therefore, the federal grant for FY 2001 has not been closed. The final report will be presented in March 2002.

**VII. Review and Approval of FY 2002-2003 Agency Budgets**

The current contract with Ribble Associates ends on February 28, 2002. However, due to a number of circumstances, Joyce Ribble is only now providing the first of several services included in this contract. The first project, a comprehensive report on the RAP site visits, was delayed while the site visit reports were finalized. (This process took much longer to complete than planned.)

The IAC staff would like to renew the contract for Ribble Associates from March 2002 – February 2003 for the balance of the funds currently allocated to this contract for FY 2002. The site visit report, which will be completed in this month, will be billed at \$2,000, leaving a balance of \$10,950. However, a \$400 error was made when the arts education services were removed from this contract, so the renewed contract should be for \$11,350.

A motion was made to accept the contract with Joyce Ribble. Motion made by Mr. Ortiz, seconded by Mr. Stratten. Motion passed.

**FY 2002 Agency Budgets**

State Funds

The staff identified an additional \$7,000, which would have been used for FY2002 General Salary Adjustment (GSA) from .1 Personal Services. This amount added to the \$44,800 additional savings previously identified from .7 Grants, which gave a total of \$51,800 in additional one-time savings for FY2002.

The staff likewise identified an additional one-time savings of \$1,800, which would have been used for FY 2002 GSA based on 27 pay periods, from .1 Personal Services. This amount added to the \$26,900, an additional one-time savings previously determined from .7 Grants, giving a total of \$28,700 additional savings for FY2003. Revised allocation plans for FY2003 and 2003 reflecting the additional savings were presented.

#### Federal Funds

Some minor changes in the funding source for the Regional Partnership Initiative (RPI), Capacity Building Program (CBP), Major Arts (MOS) were made as well as in the Non-grant Services category in order to expedite closing of the books for FY2001.

A motion was made to accept the budget changes by Ms. Marks seconded by Mr. Stratten. Motion passed.

#### FY 2003 Agency Budgets

A 7% cut in the FY2003 has been requested. Ms. Ilgen reflected that other states were having similar issues.

A motion was made to accept the budget changes by Mr. Stratten seconded by Ms. Marks. Motion passed.

#### **VIII. Old Business**

No Old Business

#### **IX. New Business**

New Business began with a review of the proposed changes to the IAC website to make it CLAF (Common Look and Feel) compliant. Ms Croaning led the committee through a well-constructed flowchart that revealed the planning that the website committee had done. The website committee, a staff team of Rex Van Zant, Polly Harrold, Stephanie Croaning and Jeri Pat Gabbert had developed, with additional staff input, a plan to create a statewide and nationwide resource in arts information. Ms. Croaning elaborated on the schematics and content of the upgraded website.

#### **X. Adjourn**

Meeting adjourned at 11:55 a.m.



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Submitted by Jim Bodenmiller, Chairman